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Civil Engineer

**UTILIZATION AND ASSIGNMENT OF REAL
PROPERTY FACILITIES**

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Certified by: 341 CES/CC
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This instruction implements AFD 32-90, **Real Property Management**, and establishes procedures and guidance governing space allocations, real property manager responsibilities, utilization and assignment of all facilities at Malmstrom Air Force Base, Montana, 59402-5000, and its support installations for which real property accountability is maintained. It applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Scheduled (will become AFMAN 33-322, Vol. 4).

SUMMARY OF REVISIONS

This revision updates references and unit designations. Realigns duties to the Real Property Officer and adds reference to the Space Utilization Board (SUB) and members. Clarifies the responsible unit or squadron commander's duties and routine work request process. Delete reference to Noncommissioned Officer's Quarters and AFI 32-9005.

1. Request for Assignment of Facilities. Requests for assignment of facilities will be submitted by unit or squadron commanders and indorsed by group commanders on Malmstrom Air Force Base to the Real Property Officer (RPO) (341 CES/CERR). Each request will show accurately the established requirement for each building, facility, or land area, based on current programming documents, authorized personnel strength, authorized equipment list, and mission letters or orders (see [Attachment 1](#)).

1.1. Request for buildings will include:

1.1.1. Current location: type, size (square footage) and use, including floor plan with present use,

1.1.2. Requested location: desired facility or land, type and size (square footage), including floor plan with proposed use itemized,

1.1.3. Justification for relocation or expansion,

1.1.4. Attach to the space request worksheet a proposed AF 332, BCE Work Request for facility modifications needed, including utilities (water, electricity, sewage, etc.), type and amount, and safety, fire, communications and security requirements,

1.1.5. Timeline: estimated time of occupancy.

1.2. Requests for a specific building will, in addition to the above, include the facility number.

2. Assignment of Facilities. The Real Property Officer, in conjunction with the Facilities Board (FB), has the responsibility of assigning facilities to organizations assigned or attached to Malmstrom Air Force Base. Buildings and facilities, including specialized shops, hangars, test facilities, etc., will be assigned on a priority basis, as much as possible, based on unit precedence in current volumes of the various programming documents, mission to be accomplished, and availability of facilities of the desired specifications and locations. Space allocations will be governed by AFH 32-1024, *Standard Facility Requirements*, and other published Air Force criteria. When the request for assignment of facilities involves a changed utilization or conversion, as defined in AFI 32-9002, *Use of Real Property Facilities*, and is beyond the installation commander's authority, RPO will submit an AF Form 123, Request for Changed Use of Real Property, to the appropriate approval authorities upon FB approval of said request. Requests within the installation commander's authority will be presented to the FB, the minutes will be used to provide a record of approval or disapproval of each request.

3. Facilities Board (FB). The FB members are the Wing Commander, who is the Chairman, one representative from each group, and the Base Civil Engineer. The FB will:

3.1. Continually study the use of facilities to ensure the fullest and most efficient use of available space and assets. When feasible, use space overages for one function before requesting conversion, repair or alteration of existing facilities.

3.2. Make sure that all surplus facilities are used to satisfy deficiencies, as far as practicable.

3.3. Meet regularly, at least semi-annually (March and November of each year) or as determined by the board chairperson, and become familiar with the buildings and facilities located on Malmstrom Air Force Base and its supported installations.

3.4. Study and act upon all requests for changed utilization, requests for occupancy or vacancy, and conversion of real property facilities. Examine space requests to ensure conformance with AFI 32-1024, *United States Air Force Facility Requirements*. Determine the availability of space. When two or more organizations make a request for the same facility determine which organization has the greatest need and assign the facility to that organization.

3.5. Carefully screen requirements and existing facilities prior to recommending redesignation or conversion of existing facilities to higher headquarters.

3.6. Screen utilization studies pertaining to the most effective use of existing facilities and make the final decision for allocation.

4. Installation Commander, 341st Space Wing (341 SW/CC). The 341 SW/CC will:

- 4.1. Establish guidance and procedures for the Facility Board, the Base Civil Engineer, the Real Property Officer, Consolidated Dorm Management Office, the unit or squadron commander, and the building managers.
- 4.2. As chairperson of the FB, provide judgment for the utilization, assignment, and occupancy of all buildings and facilities on Malmstrom Air Force Base and its geographically separated installations.

5. Base Civil Engineer (BCE). The BCE will:

- 5.1. Make sure requirements needed to eliminate deficiencies which prohibit the successful accomplishment of the mission are shown in current program documents.
- 5.2. Study facilities, real property management data, inventory and reporting ways to ensure correctness and compatibility of real property management records.
- 5.3. Ensure local administrative controls are in effect to prevent duplication of Civil Engineer reports and data.
- 5.4. Prepare and disseminate to unit or squadron commanders the tasks and procedures that deal with real property facilities that may be levied by the FB.

6. Real Property Officer. The RPO will:

- 6.1. Keep base real property management records.
- 6.2. Make sure that real property management reports, programs, and statistics submitted to higher headquarters are accurate and complete.
- 6.3. Prepare and submit recommendations on the use, disposal, inactivation, acquisition, or major changes of buildings and facilities to the right authority.
- 6.4. When an organization vacates a facility, make sure the facility is cleared with only "reasonable wear and tear," and the ground area is properly cleaned before the responsible unit or squadron commander is relieved of responsibility.
- 6.5. Implement procedures that deal with changed utilization studies. Chair the Space Utilization Board (SUB) which reviews and studies all space requests prior to making recommendations to the FB for space allocations. The voting members of the SUB will be comprised of one representative from Wing Staff, from each group, the Real Property Officer and the BCE or Deputy BCE. Non-voting members of the SUB consist of representatives for the union, Comptroller and Communications Squadron. The representative from each group notifies its organizations of requests that will not be submitted to the FB for consideration. The RPO will notify tenant organizations of SUB recommendations.
- 6.6. Carefully screen all requests for facility assignments to make sure conformance with, *United States Air Force Facility Requirements* AFI 32-1024.
- 6.7. Prepare and present to the FB, for approval, listings and studies of proposed redesignations and conversions.
- 6.8. Notify the requesting agency of approval or disapproval of requests for space.
- 6.9. Administer control of keys to vacant buildings.

7. Consolidated Dorm Management Office (CDMO): The CDMO will:

- 7.1. Perform surveys for the utilization of enlisted personnel dormitories and recommend allocations to the FB through the RPO, based on an equitable allocation formula.
- 7.2. Make sure that dormitories are not used for purposes other than intended utilization.
- 7.3. Control the assignment and termination of enlisted personnel billets.

8. Unit Commander or Squadron Commander. The unit or squadron commander will:

- 8.1. Upon approval of the FB, take occupancy of buildings and facilities.
 - 8.1.1. Initiate a space utilization request (see [Attachment 1](#)) for any relocation, additional space or changes in utilization of space presently assigned by FB to the unit or squadron.
 - 8.1.2. In the event the FB disapproves the request, the unit or squadron commander may turn in a new request for an alternate area and submit for action by the FB at the next regular meeting. It is the unit or squadron commanders responsibility to ensure that no facility or any portion thereof is utilized for other than its present authorized designation as listed on the HAF-LEE(AR) 7115 Real Property Inventory Detail List maintained by the Real Property Officer until final FB approval.
- 8.2. The responsible unit or squadron commander for a facility is determined by the organization using the largest portion or area in a building or facility. Responsibility for smaller portions of buildings or facilities used by organizations, other than the unit to which the building is assigned, may be redelegated on a hand receipt basis to an officer of the unit actually occupying the lesser portions. All contacts with the RPO will be by the unit or squadron commander having primary responsibility for the facility.
- 8.3. The responsible unit or squadron commander assigns a building manager for each building or facility. An individual designated as a building manager will be an officer, noncommissioned officer, or a civilian with sufficient authority to perform the responsibilities of a building manager as stated in paragraph 9. Production Control (341 CES/CEOC) will be advised in writing by the responsible unit or squadron commander of the initial assignment of building managers, i.e. building number, organization, name, grade, duty telephone, and home telephone number. When a building manager is reassigned, the responsible unit or squadron commander will appoint another building manager by submitting a new letter within ten days (see [Attachment 2](#)). The responsible unit or squadron commanders should submit, at a minimum, a building manager verification letter semi-annually (March and November).
- 8.4. Periodically screen the requirements for facilities utilized by his or her organization and, wherever possible, consolidate functions in order to use a minimum for floor space, especially enlisted personnel dormitories and administrative and supply facilities.
- 8.5. Ensure that surplus buildings or space under his or her jurisdiction are locked and secured until relinquished directly to the RPO.
- 8.6. Consider assessing liability for damage, other than “reasonable wear and tear,” inflicted on assigned property or real property installed equipment in accordance with AFMAN 23-220 *Reports of Survey* (or other appropriate mechanism for assessing liability).
- 8.7. Ensure security, cleanliness and care of the interior, exterior, and the area within 50 feet of the facility.

8.8. Make sure government-installed property will not be removed, exchanged, transported, or loaned between buildings, organizations, or individuals.

8.9. Sign AF 332 for duplication of master keys to the buildings and facilities used by his or her organizations.

8.10. When vacating space or a building, accomplish the following:

8.10.1. The custody of a building completely vacated by an organization to allow for maintenance/repair, renovations, alteration, or disposal will be returned to RPO.

8.10.2. Make arrangements with RPO for physical inventory of any building or space vacated. Ensure all discrepancies in the condition of the building and Real Property Installed Equipment (RPIE) therein or space, have been accounted for or satisfactorily explained.

8.10.3. The responsible unit or squadron commander will ensure all keys, properly identified, are turned into the RPO.

8.10.4. Submit a letter returning the facility to the RPO and obtain written acceptance of the facility by the RPO thereby relinquishing his or her responsibilities for the facility.

9. BUILDING MANAGER. The building manager will:

9.1. Be responsible for the issuance of building keys, to include keeping records of keys outstanding and returning of keys from personnel prior to reassignment.

9.1.1. For duplication of a building's master key an AF Form 332, BCE Work Request, must be submitted with the commander's information located in items 11-13. For all other keys, the building manager can fill out items 11-13.

9.2. Publish security policies and rules for opening and closing of the building and facility during duty hours and after-duty hour admittance.

9.3. Brief occupants and users of the building and facility on their collective responsibility for the care, custody, and protection of the property, including pecuniary liability for loss or damage in excess of "reasonable wear and tear."

9.4. Take immediate action to account for missing or damaged property.

9.5. Institute good housekeeping practices; ground maintenance within 50 feet of the facility; conservation of utilities and extinguishing of lights when not needed and outside lights during daytime hours; and safety policies..

9.5.1. Make sure trash and refuse pickup stations are maintained in a clean and sanitary condition within 50 feet of a building or facility. Make sure trash and refuse containers are of the proper type and are adequate in number for the requirements of the occupants of the building or facility. Inspect as often as necessary to make sure that trash and refuse are discarded properly so as to eliminate fly and rodent breeding and to prevent littering.

9.5.2. During winter months ensure all sidewalks and walkways are free of ice and snow within 50 feet of a building or facility.

9.6. Conduct monthly inspections of the assigned building or facility and the RPIE within, with particular attention to doors, windows, glass, lights, plumbing, heating, ventilation, and air conditioning equipment.

9.7. Initiate timely action for repair and maintenance of the facility by one of the following methods:

9.7.1. Emergency: Contact Customer Service/Service Call at extensions 6137 or 6138 (daytime) or extension 6206 (evenings and weekends). A direct scheduled work order (DSW) will be opened. The emergency will be responded to within 24 hours.

9.7.2. Routine Work:

9.7.2.1. Direct Scheduled Work Order (DSW): The building manager can simply call Customer Service and request the work. A DSW will be assigned if minor repairs do not require detailed planning.

9.7.2.2. BCE Work Request, AF Form 332: An AF 332 must be submitted to Customer Service by the building manager when requested work adds or removes RPIE or if the work requires detailed planning. The Unit Commander must complete items 11-13 on the AF Form 332. At a minimum the AF Form 332 must be coordinated with Safety and the Fire Department with the exception of requests for signs and duplication of building keys.

9.8. Make sure assigned space is used as approved by the FB. Report all vacant building space to the base RPO. Lock and post "OFF LIMITS" signs on vacant areas or closed buildings. Ensure vacant space remains vacant until space is allocated by the FB.

9.9. Make sure changes in the real property or RPIE are brought to the attention of the RPO.

9.10. Make sure building or facility occupants and users do not alter the arrangements of, or remove RPIE, i.e., permanent water, heating, lighting, ventilation, air conditioning, plumbing and related fixtures.

9.11. Make sure the building or facility is left in a clean, orderly condition when vacated. Building manager's responsibilities will be formally terminated when the property is accepted by the RPO.

THOMAS F. DEPPE, Colonel, USAF
Commander

Attachment 1

MEMORANDUM FOR 341 CES/CERR

SUBJECT: Space Utilization Request, Building XXXX

FROM:

1. Attached is a space request worksheet in support of 341st Civil Engineer Squadron (PUT YOUR ORGANIZATION'S NAME) space request ([Attachment 1](#)). Request the Space Utilization Board (B-Team) review and Facility Board approve. No moving will occur until final Facility Board approval is obtained.

2. If you have any questions, please call XXXXXX at extension XXXX.

PHILIP E. RAINFORTH, Lt Colonel, USAF
Commander

Attachments:

Space Request Worksheet

1st Ind, 341 SPTG/CC (YOUR group commander)

Concur with this space request to be submitted to Space Utilization Board for review and recommendation for approval to the Facility Board.

BARRY D. KISTLER, Colonel, USAF
Commander

Attachment 2**SPACE REQUEST WORKSHEET****DATE:** _____ **POC:** _____**EXTENSION:** _____**REQUESTING ORGANIZATION:** _____**STATUS OF REQUEST:** Permanent or Temporary
Begin Date: _____ End Date: _____**TIMELINE:** When is the space need and what is the driving factor: _____**CURRENT LOCATION:** Building: _____ Square Footage(SF): _____

Is this building scheduled for demolition? Yes No

Attach a floor plan of the building showing utilization of all your current space. A floor plan can be obtained from 341 CES/CECR (Drafting) at extension 7230. In each room list the number of personnel and the use of the area. Example: Secretary (1); Conf Rm(0)

REQUESTED LOCATION: Building: _____ Square Footage(SF): _____

Is this building scheduled for demolition? YesNo

Attach a floor plan of the requested area/building showing proposed utilization of the area, i.e. Secretary (1); Conf Room (0)

JUSTIFICATION FOR SPACE REQUEST: State what has caused the need for additional or different space. For administration space, keep in mind the average SF authorized is 110 SF per person.

AFH 32-1024, *Standard Facility Requirement*:

Authorized Space: _____ SF

Total Requested Space: _____ SF

Set up an appointment with 341 CES/CERR (x6209)for calculations of authorized square footage.

WORK REQUIRED: Be specific, listing any and all modifications needed to the requested area to support your usage (consider safety, fire suppression, vaults, secured areas, electrical requirements, etc.) A draft AF332 will have to be submitted with the package so CE can perform cost estimates.

CE REVIEW: Estimated cost to facilitate move: \$ _____

Itemize telephone and computer needs in the new area so the Comm Sq can perform cost estimates.

CS REVIEW: Estimated cost to facilitate move:\$ _____

Attachments:

1. Current Floor Plan, Bldg _____

2. Requested Floor Plan, Bldg _____

Attachment 3

SAMPLE LETTER FOR BUILDING MANAGER CHANGE

MEMORANDUM FOR 341 CES/CEOF

Date

FROM: (Responsible unit or squadron commander and telephone number)

SUBJ: Change of Building Manager

1. The following person(s) are relieved as Real Property Manager(s):

Primary Alternate
(name) (name)
(rank) (rank)
(building numbers) (building numbers)

2. The following person(s) are appointed as New Real Property Managers(s):

Primary Alternate
(name) (name)
(rank) (rank)
(duty phone) (duty phone)

(FOUO) (home phone) (home phone)
(building numbers) (building numbers)
(using organizations) (using organizations)
(office symbol) (office symbol)

(SQUADRON OR UNIT COMMANDER)

Commander

cc: Persons Concerned

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